

Regular Meeting
Board of Commissioners
June 13, 2013

Prayer and Pledge to the United States Flag.

Meeting called to order by Chairman Horace Daniel.

Commissioners Horace Daniel, Larry Mathis, Edward Burten, Frank Simmons, and Melton Jones were present.

Commissioner Mathis made a motion to approve minutes. Seconded by Commissioner Burten. Carried by a show of hands.

Total amount of bills were announced by Chairman Daniel.

Road Department.....	\$168,749.48
Landfill.....	\$45,442.88
E-911 & EMA.....	\$2,310.30
Sheriff Department & Jail.....	\$54,459.98
Courthouse.....	\$31,702.12
Administrative & Other (\$500,000 deposit into payroll)	\$711,038.32
Total.....	<u>\$1,013,703.08</u>

Commissioner Simmons made a motion to approve bills. Seconded by Commissioner Burten. Carried by a show of hands.

Road Department Update – Dean Davis

Appointments:

1. Doris Dunn – Spoke concerning women being hired at the Road Department and said she wanted to be considered for future openings.

Old Business:

None

New Business:

1. Bids – Resurfacing Projects (LMIG & TIA Funding) – Commissioner Simmons made a motion to accept low bid of Pittman for 2013 Road resurfacing projects (see attached letter of recommendation from Moreland and Altobelli Associates, Inc.) Seconded by Commissioner Burten. Carried by a show of hands.
2. Rural Fire Department Funding – Commissioner Jones made a motion to accept process that sets conditions of Fire Departments receiving County funds (see attached example – Riddleville). Seconded by Commissioner Simmons. Carried by a show of hands.
3. FY 2013 Budget Amendment – Commissioner Burten made a motion to adopt FY 2013 Budget amendment (see attached). Seconded by Commissioner Simmons. Carried by a show of hands.

4. FY 2014 Budget Adoption – Commissioner Burten made a motion to adopt the FY 2014 Budget as presented except to keep Garbage Fee at \$132/year. This motion included adopting resolutions to increase mobile home decal fee, increase Landfill fees, and increase Beer and Wine License fees (Resolutions attached). Seconded by Commissioner Jones. Carried by a show of hands.
5. Road Department Bids – Commissioner Jones made a motion to accept lowest bid for Tire Repairs, Oil & Grease, and Filters for upcoming year (bids attached). Seconded by Commissioner Simmons. Carried by a show of hands.

Chairman Comments:

Meeting Adjourned

10 Minute Public Comment Session:

Chairman, Horace M. Daniel



Date 6/21/13

County Administrator/Clerk, Chris Hutchings



Date 6/21/13

Board Minutes are unofficial unless signed



Thomas D. Moreland, PE Chairman/CEO	Buddy Gratton, PE President	Vickie E. Moreland Executive Vice President/CFO	George M. Byrd, PE Senior Vice President	J. Holly Moreland Vice President	
Richard C. Boulain, PE Vice President	Henry E. Collins, Jr. Vice President	Bradley M. Hale, PE Vice President	Albert J. Joyner, Jr. Vice President	L.N. Manchi, P.E. Vice President	Joe McGrew, PE Vice President

June 12, 2013

Mr. Chris Hutchings
County Administrator/Clerk
Washington County
1119 Jones Street
Sandersville, GA 30182

Re: Project: 2013 Washington County Road Resurfacing

Dear Mr. Hutchings,

Two bids were received by Washington County on Tuesday, June 11, 2013 on the contract **2013 Washington County Road Resurfacing**.

The low bidder was **Pittman Construction Company** with a bid of \$ **1,165,886.85**. We have reviewed the bid prices for all the items and consider the low bid to be acceptable. It is recommended that the contract be awarded to **Pittman Construction Company**.

A tabulation of the bids received is attached.

Sincerely,

Henry E. Collins

cc: File



WASHINGTON COUNTY, GEORGIA	
PROJECT:	2013 Resurfacing of County Road

Item #	GDOT #	Description	Units	Est. Bid Quantity	Pittman Constr		Reeves	
					Unit Price Bid	Total Bid Price	Unit Price Bid	Total Bid Price
001	402-1812	RECYCLED ASPH CONC, LEVELING, INCL BITUM MATL & H LIME	TN	3800	\$65.00	\$247,000.00	\$73.65	\$279,870.00
002	402-3121	RECYCLED ASPH CONC 25 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	TN	760	\$130.25	\$98,990.00	\$165.20	\$125,552.00
003	402-3113	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	TN	10295	\$64.05	\$659,394.75	\$76.00	\$782,420.00
004	403-1000	BITUM TACK COAT	GL	14985	\$3.00	\$44,955.00	\$1.00	\$14,985.00
005	424-5007	SINGLE SURFACE TREATMENT, STN SZ 7, GP 1 OR 2	SY	68195	\$1.24	\$84,561.80	\$1.16	\$79,106.20
006	429-1000	RUMBLE STRIP	EA	14	\$650.00	\$9,100.00	\$945.00	\$13,230.00
007	652-2501	SOLID TRAFFIC STRIPE, 5 IN WHITE	LM	19.8	\$430.00	\$8,514.00	\$950.00	\$18,810.00
009	652-2502	SOLID TRAFFIC STRIPE, 5 IN YELLOW	LM	13.86	\$430.00	\$5,959.80	\$840.00	\$11,642.40
009	652-3502	SKIP TRAFFIC STRIPE, 5 IN YELLOW	GLM	5.94	\$325.00	\$1,930.50	\$250.00	\$1,485.00
010	653-1704	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN WHITE	LF	36	\$15.00	\$540.00	\$16.00	\$576.00
011	654-1001	RAISED PVMT MARKERS, TP 1	EA	1098	\$4.50	\$4,941.00	\$3.00	\$3,294.00
						\$1,165,886.85		\$1,330,970.60

CONDITIONS FOR RECEIPT OF GRANT

The undersigned, as Chief of the Riddleville Volunteer Fire Department (hereinafter "Department") hereby makes application to the County for such grants and appropriations of general funds, SPLOST funds, and other such funds as may be provided by the Washington County Board of Commissioners (hereinafter "County") to Department in the **2014** Fiscal Year covering the period July 1, 2013 through June 30, 2014.

In exchange for such grants and funds as County may make available to the Department, the Department agrees as follows:

1. **Department** agrees to have an annual, Agreed-Upon Procedures Engagement performed related to its financial statements each year and also agrees to certain minimum and prudent fiscal practices and procedures as outlined on Exhibit A attached, OR
2. **Department** agrees to designate a Fiscal Agent to receive funds for Department's use in the 2014 Fiscal Year. Department agrees that said Fiscal Agent shall hold said funds for Department's use and shall disburse said funds only upon proper application by designated Department leadership accompanied by appropriate invoice, purchase order, receipt, or other documentation showing the amount and purpose of the requested expenditure. Department agrees that Fiscal Agent shall have the right to conduct such investigation into Department's expenditures as may be needed to comply with Fiscal Agent's fiduciary responsibilities in managing such funds. Department agrees that Fiscal Agent shall retain up to 1% of the funds appropriated by the County to cover administrative costs associate with Fiscal Agent's oversight of these funds and further agrees that Fiscal Agent may deduct from the appropriated funds the costs of any county-requested audits. The contact person for the Fiscal Agent shall be as follows, and any official communication between Department and/ or County and Fiscal Agent shall be directed to:

Name & Title: _____

Address: _____

Phone/Fax: _____

Email: _____

3. AND Department agrees that during the Fiscal Year in which County funds are received by Department, Department warrants and covenants as follows:

- a. Department will obtain and maintain certification as a State Certified Fire Department.
- b. Department will comply with the terms of the Automatic Aid Agreement covering all fire departments in Washington County.
- c. By July 15 following the end of the Fiscal Year, Department will provide to the County Administrator an annual summary of call reports on a form approved by the County and a summary report of the prior fiscal year's training received by firefighters, also in a form to be approved by the County.
- d. Department will be an active member of the Washington County Firefighters' Association.
- e. Department will maintain a minimum ISO class of nine for all areas within five road miles of their fire station.
- f. Department will allow station visits and inspections by representatives of Fiscal Agent, by County Commissioners and other County personnel designated by the Commissioners.

Hereby submitted this the 10 day of JUNE, 2013

Riddleville Volunteer Fire Department

BY: [Signature]

Chief, Riddleville Volunteer Fire Dept.

Certification by Fiscal Agent other than County:

The undersigned, as authorized representative of the Fiscal Agent named above, do agree that the named entity shall serve as Fiscal Agent for the Volunteer Fire Department named herein. On behalf of Fiscal Agent, it is warranted that all due care shall be taken to ensure that such funds allocated to Department by County shall be expended only for appropriate purposes; that Fiscal Agent shall prepare and present to County an annual financial statement detailing how the funds received were used during the year; that Fiscal Agent shall keep appropriate accounting records, including receipts, invoices, and other documentation, and that Fiscal Agent shall comply with and implement the recommendations of any county-requested audit of these funds.

This the _____ day of _____, 2013.

_____ (Fiscal Agent Agency)

By:

Title

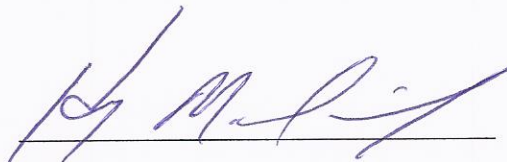
A handwritten signature in blue ink, appearing to be "H. M. P.", is written over a horizontal line.

EXHIBIT A – MINIMUM, PRUDENT FISCAL PRACTICES & PROCEDURES

1. Funds from the County General Fund may be used for the following item types:
 - a. Insurance
 - b. Utilities
 - c. Maintenance & Repairs of Department vehicles & equipment.
 - d. Testing
 - e. Training
 - f. Annual Review of licenses
 - g. Any other expenses if directly related to the operation of the Department
2. Funds from the County's SPLOST fund may only be spend for capital items. For purposes of a Capital Outlay, this includes any item which costs more than ^{500.00}~~\$1,000~~ and has a useful life of two years or more.
3. Each department must maintain two bank accounts: One for SPLOST funds (as required by State Law) and one for County General Funds.
4. Each department shall have two unrelated persons approve all expenditures.
5. For departments who do not choose to designate a Fiscal Agent, the County's Internal Auditor will perform an "Agreed-Upon Procedures Engagement". The auditor will determine that:
 - a. each bank account has been reconciled on a timely basis
 - b. all bank statements are on file
 - c. all disbursements are supported by proper documentation
 - d. other procedures as deemed appropriate by the Audit firm are in place.
 - e. County Board of Commissioners office shall keep a copy of the reports

		Budget Amendment #3							
		JUNE 13, 2013							
REVENUES:									
Gf Revenues	Act No.		Amended Budget January 10, 2013	JUNE Amendment - NET CHANGE	Amended Budget JUNE 2013				
Gf Revenues	31-9500	Tax Levy Costs	52,800	15,000	67,800	More than budgeted			
			52,800	15,000	67,800				
EXPENDITURES:	Acct No.								
OTHER	1001-53-1850	Contingency	40,000	(40,000)	-				
TAX COMM	1545-53-1108	Tax Levies	5,400	12,000	17,400	More than budgeted			
NON DIVISIONAL	1001-51-2700	Worker's Comp	102,500	4,000	106,500	Changed after W/C audit			
NON DIVISIONAL	1001-52-1250	Legal and Consulting	21,000	12,000	33,000	Contracted out County Atty			
ECON DEVELOPMENT	1200-57-2510	Ind Contract, Dev. Authority	111,676	12,000	123,676	Add'l Insurance and Added 1 more prnt on Shared Services Building in this year			
			280,576	-	280,576				
		Net Change	(227,776)	15,000	(212,776)				

BOARD OF COMMISSIONERS OF WASHINGTON COUNTY
STATE OF GEORGIA

Resolution 2013-5, Approving Increase in Mobile Home Decal Fee

Whereas, the Board of Commissioners by prior resolution has established that there shall be collected within the County a Mobile Home Decal Fee, the amount of which may be set from time to time by the Washington County Board of Commissioners, and

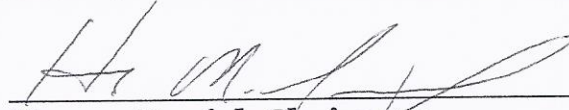
Whereas, the purposes of collecting said fee include allowing the County to properly monitor the use of mobile homes in the County and collect appropriate ad valorem taxes on said homes, and

Whereas, the full cost of administering the fee is higher than the current amount of \$15 per calendar year, and

Whereas, the current fee is \$15/year, and by increasing said fee to \$20/year, the County shall adequately cover the costs of administration,

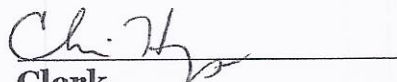
Therefore, the Washington County Board of Commissioners does hereby agree to increase the Mobile Home Decal Fee to \$20/year, effective July 1, 2013 for the period covering January 1, 2014 to December 31, 2014. This fee shall be collected annually unless changed by the Washington County Board of Commissioners.

Passed and Approved this the 13th day of June,
2013.



Horace Daniel, Chairman

Attest:



Clerk

BOARD OF COMMISSIONERS OF WASHINGTON COUNTY
STATE OF GEORGIA

Resolution 2013-6, Approving Increase in in Landfill Fees

Whereas, the Board of Commissioners have by prior resolution mandated the collection of landfill fees in Washington County, which fees are intended to cover the costs of operating the County landfill in an appropriate manner and in compliance with state and federal laws and regulations; and

Whereas, it is incumbent on the Commissioners to review such fees from time to time to determine whether they are adequate and proper; and

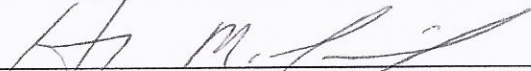
Whereas the Landfill Fees have been reviewed for each type of garbage to determine an appropriate fee that will adequately cover the costs of managing such garbage; and

Whereas, the current Landfill Fees do not sufficiently cover the costs of the operation of the Washington County Landfill; and

Whereas, the Commissioners have determined that it appropriate to set Landfill fees that are approximately 10% higher than the current fees as per the attached schedule,

Therefore, the Washington County Board of Commissioners do hereby establish the new Landfill Fees as per the attached rate schedule for fiscal year 2014 which begins July 1, 2013. These fees shall be collected at these new rates unless changed by the Washington County Board of Commissioners.

Passed and Approved this the 13th day of June,
2013.



Horace Daniel, Chairman

Attest:



Clerk

NOTICE OF LANDFILL PRICE CHANGES EFFECTIVE JULY 1, 2013
WASHINGTON COUNTY LANDFILL FEES

ITEM	CURRENT FEES	FEES EFFECTIVE 07/01/2013
CAR TIRES UP TO 17"	\$2.50 EACH	\$2.75 EACH
LIGHT TRUCK TIRES 17.5" TO 19.5"	\$6.00 EACH Or \$.09/LB	\$6.50 EACH Or \$.10/LB
LARGE TRUCK TIRES 20" TO 24.5"	\$13.00 EACH Or \$.09/LB	\$14.25 EACH Or \$.10/LB
FARM TRACTOR TIRES WITH BAR TREAD	\$25.00 EACH Or \$.09/LB	\$27.5 EACH Or \$.10/LB
INDUSTRIAL & FORESTRY TIRES	\$0.9/LB	\$0.10/LB
C and D	\$41/TON	\$45/TON
HOUSEHOLD	\$137/TON	\$150/TON
INERT	\$22.5/TON	\$25/TON
METAL	\$21/TON	\$23/TON
DEAD ANIMALS	\$57/TON (\$20 MIN)	\$63/TON (\$20 MIN)

BOARD OF COMMISSIONERS OF WASHINGTON COUNTY
STATE OF GEORGIA

Resolution 2013-7, Approving Increase in Beer & Wine Licenses for 2014

Whereas, the Washington County Board of Commissioners has established fees, as allowed by law, for the licensing of establishments selling Beer and Wine, which fees are annually charged to the license holder to cover a calendar year; and

Whereas, the Board of Commissioners from time to time adjust the established fees to ensure they are adequate and proper; and

Whereas the current annual fees are as follows:

License for Sale & Consumption	\$1,000
License For Sale	\$ 700

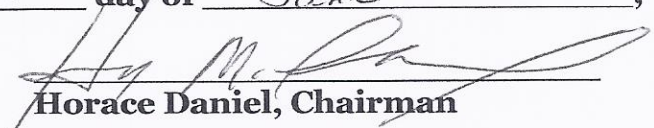
And;

Whereas, the Commissioners due to an increase in administrative costs find it appropriate to increase the fees for calendar year 2014 as follows:

License for Sale & Consumption	\$1,050
License for Sale	\$ 750


Therefore, be it resolved that the Washington County Board of Commissioners do hereby establish the new fees set above for Beer and Wine licenses. These new fees shall be effective July 1, 2013, and the increased fee shall be assessed for calendar year 2014 and shall apply to any establishment seeking to sell Beer and Wine during the period January 1-December 31, 2014. These fees shall be collected annually at these new rates unless changed by the Washington County Board of Commissioners.

Passed and Approved this the 13th **day of** June,
2013.



Horace Daniel, Chairman

Attest:



Clerk

**WASHINGTON COUNTY ROAD DEPARTMENT
ANNUAL BIDS
07/01/2013 THRU 06/30/2014**

FILTER BIDS

TWIN CITY AUTO PARTS \$13,210.98
NAPA AUTO PARTS \$15,723.97
O'REILLY AUTO PARTS \$15,870.88

RECEIVED NO BID FROM:

**Rainey Oil Company
Atkinson Oil Company
Ga Truck Parts**

OIL BIDS

RAINEY OIL COMPANY \$25,351.18
ATKINSON OIL COMPANY \$25,933.37

RECEIVED NO BID FROM:

**Twin City Auto Parts
Napa Auto Parts
GA Truck Parts**

TIRE REPAIR BIDS

COBB AND COBB SEED COMPANY \$31,057.00
LEE'S BRAKE AND MUFFLER \$34,346.86

RECEIVED NO BID FROM:

**Truck Tech
Watkins Automotive**